

Design Guidelines

Chapter III:

Designing for the Historic District

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The applicant shall submit the consultant's report to the Department of Planning & Zoning. The City's preservation staff will evaluate the consultant's findings and recommendations. The report shall include:

1. Historical background on the lot or lots on which the research is carried out;
2. Location information, including a map showing the extent of the proposed project;
3. A clear description of research questions and methods;
4. A clear description of results, including, but not limited to: illustrations of archaeological test pit locations and stratigraphy; descriptions of the nature and extent of archaeological features and deposits; descriptions of the nature and extent of recent disturbances of those features and deposits; and illustrations of artifacts and features crucial to the analysis and interpretation of the site.
5. Analyses sufficiently detailed and statistically supportable to demonstrate that the data for which the site is considered historically significant have been adequately sampled;
6. Interpretations that explicitly relate the analyses and results to the questions posed in the scope of work and in the research design section of the report;

7. A list of cited references in the style of *American Antiquity* or *Historical Archaeology* journals; and
8. An artifact catalogue and such other appendices as seem appropriate.

The preservation staff shall review and comment on the report within thirty days of receipt. The final report shall become a part of the completed permit application and, as such, be subject to the Commission's approval. Three final copies of all archaeological salvage reports must be given to the Department of Planning & Zoning. The Department of Planning & Zoning shall forward one copy of each report to the Maryland Historical Trust as part of its Certified Local Government report.

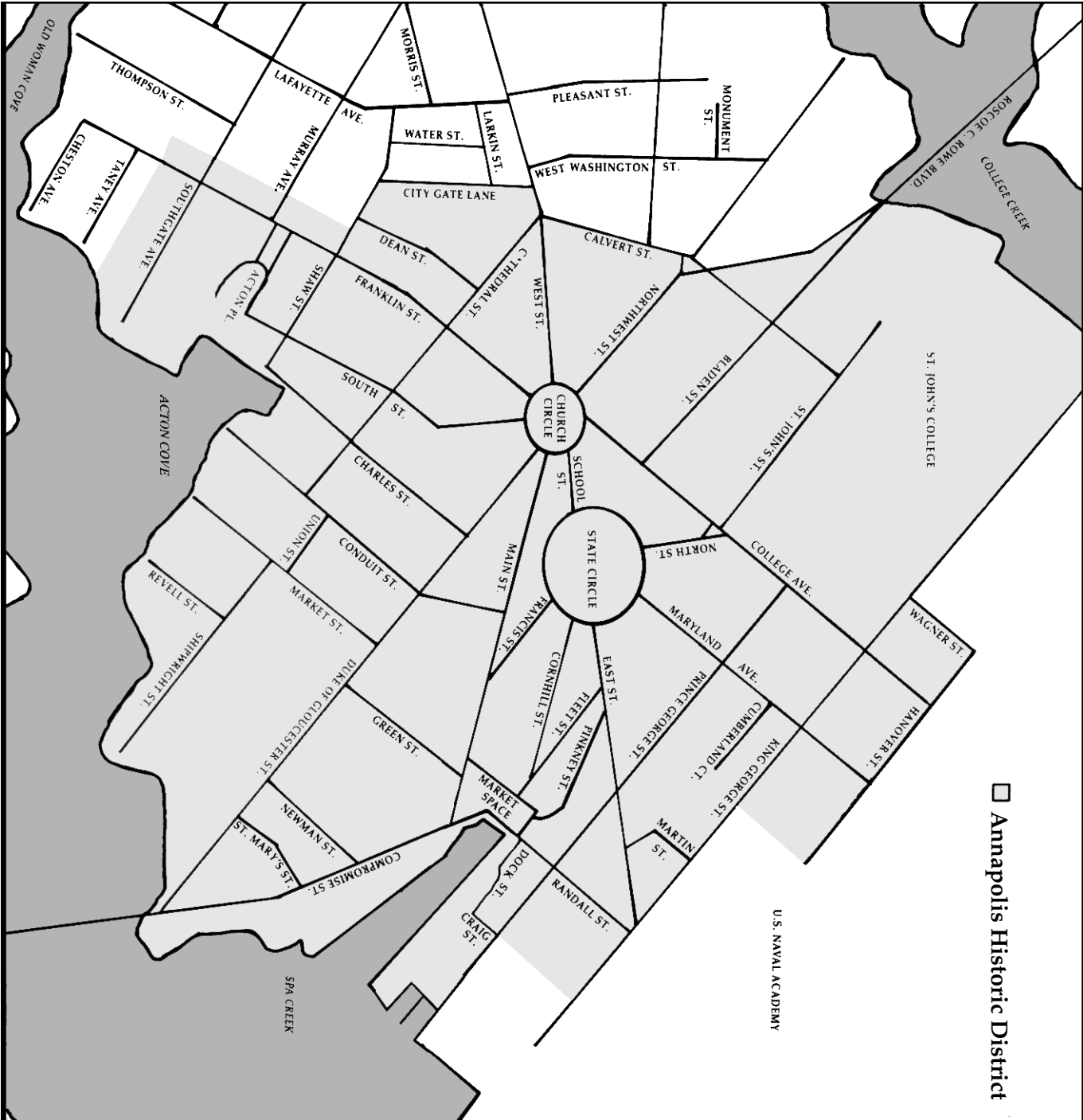
Collections

The Commission encourages all permit applicants to donate artifacts, notes, photographs, and other materials assembled during the course of permitted archaeological studies to locally recognized collecting institutions. These might include, but are not limited to, the Maryland Historical Trust and the Historic Annapolis Foundation. All archaeological consultants are required to prepare collections in a manner consistent with the practices of local collecting institutions.

STORMARD



uilding Towards the Twenty-First Century: The Annapolis Historic District Design Manual was first published in 1994. Frens and Frens prepared the text and illustrations. HPC Chair Donna M. Ware and Donna C. Hole, Historic Preservation Planner, edited the manual and Jerri Hopkins of Words & Pictures, Inc. provided the design. It included five chapters which outlined the history of the state capitol, defined its architecture and introduced broad principles of design. It also included a glossary and bibliography in addition to the actual guidelines. After working with the guidelines for ten years, the HPC appropriately established a committee in 2004 to revisit their effectiveness, to clarify some sections and strengthen others. The commission also wanted to include in this one manual the 1996 archeology procedures and guidelines. As the project became more complicated, the commission decided to complete the Design Guidelines first, adopt them and send them to the Annapolis City Council for approval, as required by the Annotated Code of Maryland, Article 66B, the historic area zoning enabling legislation.



If no intact archaeological deposits are identified, the archaeological consultant may submit a one page summary report with a map noting the locations of the excavation units that has the recommendation of the Commission's archaeologist, and the administrative approval of the Chief of Historic Preservation. With the approval of the Commission, this summary letter and map can serve in lieu of a fuller technical report, thereby reducing costs for the applicant. The preservation staff will review and comment on the report or summary letter within thirty days of receipt.

The archaeological consultant, whether submitting a full-length report or a summary letter, will address the following questions:

1. Based upon available information (archeological, cartographic, and archival), are archaeological deposits present within the proposed project area?
2. If so, do those deposits retain sufficient integrity to provide important information about the area's history?
3. Do the deposits contribute to the National Register District based on the National Register for Historic Places criteria?

E. 3 - Sites Deemed Historically Significant

If the Commission determines that a project will adversely affect a contributing National Register or locally designated landmark site, the applicant shall have the option to revise the project plan to avoid the site. If avoidance is not feasible, the Commission shall:

1. determine whether the adverse effect can be mitigated through protective measures (e.g., filling, use of pier-construction rather than a continuous foundation); or
2. if protective measures are not feasible, require and specify the scope of archaeological salvage; or
3. deny a Certificate of Approval for the proposed project because it constitutes unwarranted destruction of a historically significant archaeological site.

In consultation with the City's preservation staff, the Commission can approve additional archaeological excavation to recover the kinds of artifacts and information for which the site is considered historically significant. The applicant shall submit a scope of services to the City's preservation staff.

E. 4 - Archeological Salvage

'Salvage' means to save from extraordinary dan-

ger, to recover something of value in the face of unavoidable destruction. Archeological salvage is a plan of last resort, where in-place preservation of an archeological site is not feasible because:

1. The costs of preserving that site in place are unreasonably high;
2. Natural forces preclude reasonable attempts at preservation (e.g., shoreline erosion); or
3. Other public needs outweigh the value of the historically significant site.

Archeological salvage consists of recovery, analysis, interpretation, and reporting of those data for which the site is considered historically important. For example, trash deposits in the back of a late 19th-century grocery might be considered historically significant because they contain information on the city's place in the rapidly growing consumer economy of the period. Those finds also could be critical to the interpretation of archaeological deposits from the same period elsewhere in the city, illuminating the different standards of living and cultural differences among the City's ethnically diverse population. Salvaging such deposits might involve excavating enough of the deposits to acquire a scientifically and statistically valid sample. The Commission might permit the destruction of the remaining deposits, even if those deposits equal or exceed in volume the quantity of material salvaged.

The applicant's archaeological consultant will undertake salvage within the proposed construction project area with a scope of work approved by the Commission and the City's preservation staff. The scope of work will include a research design specifying the questions to be asked of the archival and archaeological data and the methods selected for collecting and analyzing those data in a manner appropriate to the questions. The applicant's consultant will keep the preservation staff apprised of progress, significant findings, or unanticipated problems via telephone or personal visit. All such reports must be reiterated in a written memorandum to the City's Chief of Historic Preservation within twenty-four hours of the oral report. The City's preservation staff shall make status reports to the Commission as needed. The Commission and the City's preservation staff reserve the right to visit the excavation with one-hour prior notice. Excavations shall not be backfilled without the prior notification and approval of the preservation staff. All excavations will conform to good standard archaeological practice, and the intention to so comply shall be clearly specified in the scopes of work.

Guidelines for Archeology

Introduction

The following guidelines, derived from practices developed across the United States since the late 1960s, provide a process whereby archeological sites and artifacts reflecting the City’s cultural and historical heritage can be protected, or the information they contain salvaged, without restricting unduly improvements to lots within the Historic District or to historic landmarks designated within the City. Archeological examinations are relatively inexpensive when addressed early enough in the planning process.

E. 1 - Conditions Requiring an Archeological Study

City preservation staff, in consultation with the Historic Preservation Commission’s archeologist, shall evaluate each proposed project to determine whether it meets one or more of the following conditions:

- a. Does the proposed project disturb more than 50 square feet of soil, regardless of the depth of the excavation?
- b. Does the proposed project disturb a lot with a known archeological site or will it be taking place adjacent to a lot with a known archeological site?
- c. Does the proposed project cause ground disturbance at a location possessing environmental or historical characteristics indicating a high potential for cultural resources?

The City’s preservation staff may conduct a site visit and, at its discretion and with property owner’s permission, authorize the Commission’s archeologist to conduct limited archeological testing to determine whether additional testing shall be necessary. The costs of testing by the Commission’s archeologist shall be borne by the Commission. Based on the findings of the Commission’s archeologist, a permit applicant still may be required to retain a qualified archeologist to undertake additional archeological study.

Based on the best available evidence, the City’s preservation staff may determine that the pro-

posed project will have no adverse effect on historically significant archeological artifacts or deposits. The City’s preservation staff shall then recommend to the Commission that no further archeological investigation be required in connection with the permit application.

Based on the best available evidence, the City’s preservation staff may determine that the proposed project might have an adverse effect on historically significant archeological artifacts or deposits. The City’s preservation staff shall then recommend to the Commission that the applicant retain the services of an archeological consultant who meets the criteria established by the Secretary of the U.S. Department of the Interior.

E. 2 - Archeological Study

If the Commission determines that an application requires archeological review, the applicant shall retain a qualified archeological consultant. The applicant shall submit the consultant’s report to the Department of Planning & Zoning. The City’s preservation staff will evaluate the consultant’s findings and recommendations. The report shall include:

- 1. A brief history of the lot or lots under consideration, including preliminary cartographic research
- 2. A map showing the extent of the proposed project and the locations of archeological test pits
- 3. A clear description of the archeological survey’s methods and results, including, but not limited to: soils and stratigraphy; nature and extent of archeological features and deposits; and nature and extent of recent disturbances of those features and deposits
- 4. Illustrations of the project area and of soil layers and archeological features
- 5. An artifact catalogue
- 6. Recommendations regarding the historical significance of the archeological findings and for additional archeological study, if appropriate.

Guidelines to Preserve and Enhance the City’s Historic Urban Form

A.1 - The Town Plan and Focal Points

New buildings should reinforce the historic town plan of Annapolis and should respect traditional views and visual focal points including the State House, St. Anne’s Church, and the water.

The dramatic pattern of streets converging on major spaces and radiating outward to views of the water (or other streets leading to the water) can be affected adversely by site planning and building design which do not reinforce the pattern. For example, large buildings at the visual terminus of a street may alter the human scale of the street and block historic views beyond. Changes in building setbacks also may alter the scale of the street and disrupt the constant visual width of the street space.

A. 2 - Reinforcement of the Unique Town Plan

New development on corner lots should preserve and reinforce the unique geometry and spatial relationships formed by these intersections.

The unusual triangular shaped lots at radiating street intersections are expressed in the floor plans of historic corner buildings such as the Maryland Inn, and should be expressed in new buildings. Corner buildings at right angle corners should follow the street form, and should relate visually to both streets.

A. 3 - Views from the Water

All projects which are visible from the water shall respect and reinforce the historic character of the district and shall respect traditional views and visual focal points.

The earliest settlements in the city were along Spa Creek and the Severn River. Visitors to Annapolis often came by water, making the system of rivers and creeks an important gateway to the district. View sheds of the water as well as historic streetscapes as seen from the water have a shape and proportion that have evolved in response to the growth patterns of Annapolis. The scale, placement and configuration of new structures, and plantings within these view sheds need to be carefully planned



so that new elements do not alter or obscure the character of these historic patterns. Beyond the larger scale elements, an effort should be made to eliminate smaller objects that are likely to produce a sense of visual clutter. Visual clutter competes with and obscures the historic sense of space that is so essential to understanding the urban planning of Annapolis and its historic connection to the water. The City Code provides for the establishment of a view cone wherever a public right-of-way terminates at a waterway (Section 21.60.080). **Fences, walls or plantings within the view cone cannot exceed 6 feet in height and must be transparent above forty-eight inches (48”).** Trees shall not be planted closer than 15 feet apart so as not to form a visual barrier. All plantings other than trees must be maintained at a height of forty-eight inches (48”) or less. The height of a fence, wall or planting shall be measured from the grade of the public right-of-way. In the case where there is a change of grade, at no point along the barrier shall the height exceed the limits stated above except in such case were there are documented historic records to the contrary. The handrails and guardrails around open terraces and open porches within a view cone shall be transparent.

Guidelines to Preserve and Enhance Individual Historic Streetscapes

Introduction

The residential streetscape is an ensemble of street, sidewalks, fences, vegetation, and buildings. Each part is a layer in the transition from public to private space, and each is subject to the review of the Historic Preservation Commission. Public space includes the street paving for vehicles, and side-walks for pedestrians. Front yards, stoops, and porches, while privately owned, are visually semi-public. Rear yards and side yards separated from the street by fences or hedges are private spaces. A well-maintained walk, plantings, and a preserved building are public gestures representing the efforts of generations of residents to create a public presence in the city, which transcends personal gain.

Buildings and landscape elements form walls of outdoor spaces, which become the public halls and reception rooms of the city. Street and side-walk paving is the flooring of these rooms, and the vegetation and street furniture the furnishings. The historic district ordinance is in place to protect the streetscape from insensitive change. The ordinance discourages the removal of landscape elements and obliteration of the streetscape “walls” by a change in setback, any increase in the height and width of the “walls,” removal of the historic human scale, or disruption of the existing order and pattern of rhythm along the street.

Guidelines for Building Design

B.1 - Visual Relationships between the Old and New

A new building or addition should visually relate to contributing historic buildings in its immediate neighborhood rather than to buildings in the historic district in general. The “immediate neighborhood” is generally defined as at least 1/2 block in both directions.

The Historic Preservation Commission will consider the appropriateness of a proposed design for its specific location. Designs or changes approved elsewhere in the district do not act as a precedent for a design under consideration. The immediate neighborhood of a proposed alteration,

addition, or new building includes the subject lot and all lots on both sides of the street on which the lot fronts and the interior of the affected blocks for projects impacting the rear of the subject lot. For a corner lot or a lot adjacent to a corner lot, the immediate neighborhood includes all sides of the intersection. Where a lot falls near the edge of the historic district, historic buildings located near but outside the district boundaries are included in the lot’s immediate neighborhood.

B. 2 - New Building Design

The design of new buildings and additions should be compatible with, but not imitate, existing historic buildings.

New buildings which merely imitate the forms and materials of historic buildings dilute the quality of existing historic structures. Just as a museum would not present copies of art alongside original works of art, constructing copies of historic buildings among genuine ones is discouraged. Creative building design which is compatible with the character of the immediate neighborhood is encouraged.

New buildings should be designed to strengthen the unity of the existing streetscape, and should follow the design principles of historic architecture described earlier. New buildings should not be mistaken for historic buildings.

B. 3 - Building Height and Bulk

New buildings should respect the bulk and height of neighboring buildings. The facade height and proportions of new buildings should be compatible with the predominant character of other buildings in the streetscape.

Building height maximums and bulk regulations are contained in the Annapolis City Code (Sec. 21.56, Art. II). To determine in which height district your property is located, please contact the Department of Planning and Zoning. The City Code reflects the maximum allowable height; however the HPC may require a lower height based on the specific site and proposed building.

wall or element to which it is attached.

D. 32 - Lighting of Additions and New Buildings

Exterior lighting of additions and new buildings should be simple and in scale with the building. New fixtures should be simple, unobtrusive fixtures mounted in a traditional manner. Recessed down lights, if proposed, should be placed to avoid dramatic light patterns on the proposed building facade. Fixtures should be in keeping with the scale and proportions of a proposed facade.

Guidelines for Storefronts

Introduction

The design of storefronts along commercial streets greatly affects the scale of the streetscape and can be one of the most distinguishing and satisfying features of retailing in a historic environment. Surviving historic storefronts shall be preserved.

Until the development of plate glass in the 1850s, windows constructed for the display of merchandise differed little from residential apertures. The availability of large sheets of glass coincided with changes in retailing brought about by the industrial revolution, and storefront alterations were common in the second half of the nineteenth century. In place of traditional multi-pane fixed or double-hung sash windows set in masonry or frame walls, large display windows divided by wood and sometimes cast iron columns appeared. As time progressed, display windows became larger while the structure supporting the upper portion of the front facade became less visible.

D. 33 - Historic Storefronts

Historic storefronts shall be preserved unless documentation of deterioration is provided that justifies replacement of historic material.

Existing historic storefront windows and doors should be retained and repaired, as extant storefronts provide a distinctive character for the commercial area within the historic district. Unfortunately, most existing commercial buildings have experienced several generations of storefront renovations. Where photographic or other graphic documentation for an earlier storefront exists, it is recommended that the earlier design be reconstructed.

D. 34 - New Storefronts in Existing Buildings

New storefronts in existing commercial buildings should be based on physical or photographic evidence.

In existing commercial buildings,

new storefront designs shall be based on the historic storefront which formerly existed at that location, as evidenced by surviving physical evidence and historic photographic views.

Where no evidence exists, the new storefront should not be a detailed conjectural reproduction, which could be misconstrued by the public as an authentic, historic storefront. The new design should reference the historic pattern of storefront components, fenestration and materials for its period.

D. 35 - New Storefronts in Additions and New Buildings

Storefronts in additions and new buildings should be compatible in scale, proportion, design, and detailing with storefronts in their immediate neighborhoods.

Storefronts should not be elaborately detailed conjectural reconstructions utilizing period moldings. It is recommended that the proposed design take into account the design of former storefronts on the property.

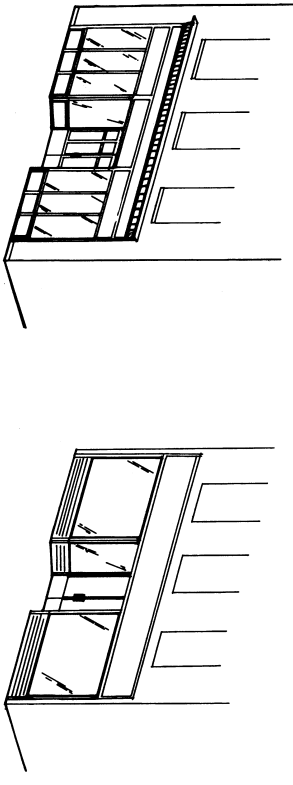
D. 36 - Awnings

Awnings should be appropriate to the design of the storefront or building. Awning edges should be free flowing to discourage the impression that the awning is part of the structure. Retractable awnings are encouraged. Awnings should be fabricated of non-reflective canvas, flame resistant in accordance with the building code

D. 37 - Signage

Signs should be compatible with the scale, proportions, form and architectural detailing of the building to which they are applied.

Signage within the Historic District is regulated by the Annapolis City Code (Chapters 17.60 and 21.70) and the *Annapolis Historic District Design Guidelines for Signs*, available at www.annapolis.gov.



Two store front designs for the same building. The left design is not a literal reproduction of a period store, but its scale relates to historical storefront. The right storefront lacks human scale.

D. 28 - Use of Contemporary Materials

Use of contemporary synthetic or fiberglass moldings, trim, and columns is not acceptable. Vinyl siding and trim, aluminum siding and trim, and cementitious synthetic wood siding obscure the original character, and may change dimensions of scale defining elements of the building. **Synthetic stucco products such as the Exterior Insulation and Finish Systems (EIFS) are not acceptable.**

Aluminum engineered wood products and vinyl or plastic siding and trim, along with cementitious synthetic wood products shall be avoided. Materials that seek to replicate historic elements such as contemporary synthetic fiberglass moldings, trim, and columns should be avoided, as well as the use of aluminum, engineered wood, and or vinyl or plastic siding and trim along with cementitious synthetic wood products.

D. 28a - Historic Buildings

Original materials shall be preserved in place where feasible. Deteriorated materials should be repaired rather than replaced. The covering over of original building materials is inappropriate.

Where damaged beyond repair, material should be replaced in accordance with guideline D.5. Replacement elements should match the original in composition, scale and finish. This is especially important around door and window openings.

D. 28b - Additions

Materials used in building additions should be compatible with materials used on the existing building, and should be appropriate to the style and consistent with the character of the original building.

Aluminum engineered wood products and/or vinyl or plastic siding and trim, along with cementitious synthetic wood products shall be avoided.

D. 28c - New Buildings

Materials used in new buildings should be compatible with materials used on buildings in the immediate neighborhood. Materials used on new buildings should be appropriate to the scale and character of surrounding structures. Materials that seek to replicate historic elements such as contemporary synthetic fiberglass moldings, trim, and columns should be avoided, as well as the use of aluminum, engineered wood, and or vinyl or plastic siding and trim along with cementitious synthetic wood products.

Guidelines to Facilitate Compatible Lighting and Exterior Lighting

D. 29 - Utility Meters and Connections

All applications in which service locations and connections are being modified or installed shall show the proposed service locations. Utility meters and connections mounted on visually prominent walls detract from the historic character of the building and the district. Placement of utility meters, service locations, wires, piping, boxes, and conduits should be in unobtrusive locations. Placement of utility meters on the inside of structures is encouraged where possible

D. 30 - Exterior Lighting

Exterior lighting should not obscure or cause the removal of historic architectural features. Exterior lighting should not wash over the building facade. It is suggested that utilitarian lighting fixtures be painted the predominant color of the building.

Exterior lighting can be much more than mere passive illumination. Exterior lighting can be an architectural element in and of itself. In general, the primary concern is with the intensity of the light. A certain amount of exterior illumination is required for simple safety reasons (20 cp at 6’ - 2 cp at 20’ is adequate). Care must be taken that nighttime lighting does not produce inappropriate glare or misdirected light. Lighting which detracts from the appearance of the district is discouraged. Exterior lighting should be simple in character and in scale with the building. Up-lighting is generally inappropriate in the historic district.

D. 31 - Historic and Reproduction Light Fixtures

Where historic light fixtures survive, they shall be preserved in place unless documentation is provided of deterioration that justifies the replacement of historic material. Reproduction light fixtures should be historically accurate and compatible with the period of the historic building to which they are attached. The scale and finish should not detract from the architectural character of the building.

Although twentieth-century Colonial Revival houses were often built with “period” light fixtures as part of their original design scheme, period lighting is discouraged for other existing buildings unless documented evidence for a particular type of fixture survives. Where period lighting is desired by a building owner, the fixture selected should be a documented period reproduction accurate to the period of the building and the scale of the building

Limiting the bulk and height of new construction is essential to protect the human scale of Annapolis streetscapes. When viewed from the street, the facade of a structure is its primary visual presence. The facade’s width and its sidewalk-to-cornice height are the predominant dimensions seen from the street and give the building scale and proportion. If the facade is not a single plane, the dimensions of each plane facing the street usually establish the facade’s scale. A skillful historic example of a large building “broken down” to a human scale by means of changes in planes is the Anne Arundel County Courthouse located on Church Circle. Built in 1824 and expanded in 1892, it was enlarged substantially in 1999 during a careful design review process involving the HPC.

B. 4 - Relationship of Facade Parts to the Whole
All parts of a new building facade should be visually integrated as a composition which should relate to adjacent buildings.

The size and proportions of facade elements such as doors, windows, cornices, and water tables emphasize the vertical and horizontal dimensions of a facade. Exaggeration of these elements and the use of ribbon windows, vertical stacks of windows, and contrasting color brick courses create a design that is not compatible and out of proportion with historic buildings. The building cornice is a classically derived design feature, which caps the facade wall and finishes off the roof form. The scale and ornamentation of the cornice is proportioned to the dimensions of the facade and style of architecture. The facade of a new building or addition should be capped by a cornice relating to the scale and articulation of the proposed facade and other buildings in the immediate neighborhood.

B. 5 - Scale and Massing of Large Buildings

Large new buildings should be designed as a series of masses or building elements compatible with the immediate neighborhood.

“Building elements,” as referenced in Height and Bulk Limits, Chapter 21.56, Art.11 of the City Code, are the traditional size “building blocks” or masses most prevalent in the neighborhood of the proposed new building. The massing or volumetric shape of a building greatly affects the scale of a building and underlies all other architectural features.

The typical Annapolis building is a simple volume, usually two stories in height, topped with a sloped roof. Large traditional buildings consist of assemblies of building blocks. This method of

assembling building blocks is described as additive massing. It was traditionally employed in enlarging and adding to existing buildings, as well as in planning new structures. A sense of order is always maintained by keeping one mass visually dominant. The five-part Palladian plan, with its symmetry of smaller parts flanking a large central mass is the epitome of formal additive planning in Annapolis.

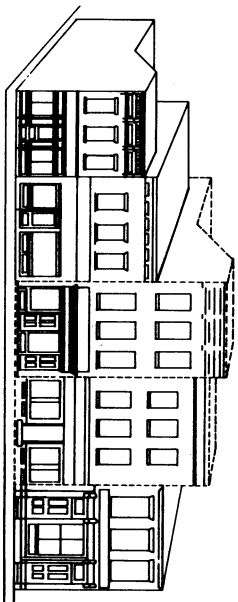
B. 6 - Size and Massing of Additions
Additions shall be designed to be subordinate to the main part of the building in terms of massing, height, scale and detail. **Additions which compete with or obliterate an original structure will not be approved.**

The historic building should retain its original massing and visual characteristics. Additions that compete in size with original buildings are strongly discouraged. If the addition is large relative to the existing building, it should be designed with setbacks, offsets, hyphens, change of materials, or mediating architectural details relating to the original structure. The addition of projecting bays, oriel windows, or other incompatible additions should be avoided.

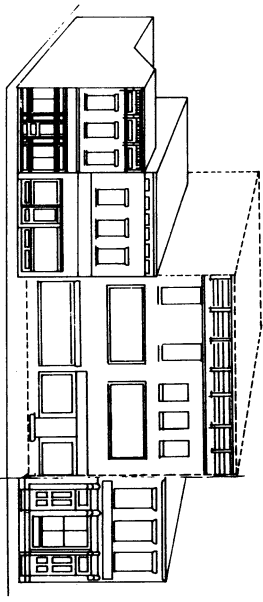
B. 7 - Cornice Heights

The eave height or cornice elevation of new buildings should relate to the cornice or eave height of adjacent buildings.

Where all buildings in a row of three or more



Sketches by Vivian Penn-Arriet Hopkins.



Above, a successful example of a large building broken down into two “building elements.” Below, the large mass and size of the new building is not compatible with its immediate neighborhood.

buildings are at the same height, the cornice height of a new building should horizontally align with the contiguous cornices of the other structure.

B. 8 - Roof Shapes

Roof shapes on new buildings or additions should visually relate to the roof forms and slopes on neighboring historic buildings.

The predominant roof form in the historic district is the gable roof. The most common roof forms on additions were gable and shed. On many row houses and commercial buildings, a shallow-pitched shed roof was completely concealed behind a decorative parapet or a false mansard roof. **Modern, simplified forms of the Mansard roof shall not be permitted.**

The pitch (slope) of a roof is related to the roof type. Gable roofs should not have less than a 7-in-12 pitch (7 inches of roof rise over a horizontal distance of 12 inches). Steeper roof pitches should be governed by the individual context. Shed roofs with sheet metal roofing may have a low pitch. Gambrel roof slopes should be based on a historic precedent.

B. 9 - Reconstruction of Building Components

Replacement of missing building elements and proposed reconstruction of building components shall be based on surviving physical evidence and historic photographs.

Where traces or fragments of removed building elements survive, they should be recorded and preserved for use in reconstructing the missing element. Wherever possible, the reconstruction of missing building elements should be based on physical remaining evidence of the original element. Where inadequate physical traces survive, reconstructed elements should be determined by enlargements of historic views.

Guidelines for Site Design

B.10 - Prevailing Setbacks

The prevailing setback line at the street should be preserved. The pattern of setbacks surrounding a specific site may be considered as well.

Any new construction should address the street in a manner consistent with neighboring structures and the overall street form and character. The facade of a planned new building should respect the alignment of existing building facades relative to the sidewalk edge. On blocks where buildings are set back, a new building should be

set back to the prevailing setback line.

The presence of front and side yards varies from street to street in Annapolis. For any proposed addition or new building, the immediate neighborhood of the subject property will be considered in establishing an appropriate setback for the proposed construction.

B.11 - Building Widths and Spacing

The prevailing relationships of building widths and the spaces between buildings should be respected and preserved.

Where buildings are built out to the side lot lines, new buildings should be built out to side lot lines to maintain the sense of a “wall” along the street. Where buildings are clearly separated from one another by side yards, new buildings and additions to existing buildings should not encroach into the side yard spaces. Where the spacing of buildings and side yards creates a rhythm, new buildings and additions to existing buildings should not alter that rhythm.

B.12 - Stoops and Porches

New construction should incorporate traditional elements which give scale to the streetscape, such as porches or stoops, when they are present on adjacent historic buildings.

Stoops and porches make two important contributions to the streetscapes of Annapolis: 1) they provide a sense of human scale for a tall masonry wall, and 2) they create a rhythm along the street. See also guideline D.23.

B.13 - New Garages and Driveways

Garages and surface parking areas shall be concealed from the street by their location or by screening with architectural or landscape features.

Garages, driveways, and surface parking areas are twentieth century introductions to the historic district. For new garage or driveway construction to be considered, plans must be in scale with the portions of the site and consistent with the architectural era of the existing structures. When the HPC determines that a new garage is appropriate *based on the early 20th century character of the neighborhood and house*, the structure should be placed at the rear of the lot, detached from the main house. The scale and detailing of the primary façade of the garage should be similar to the historic residence, and to other outbuildings in the district.

justifies the replacement of historic material is provided.

For many vernacular buildings, the front porch is the most important visual and decorative building element in front of a simple building block. For several streetscapes in Annapolis, front porches are the primary architectural feature of the street, articulating a continuous building row into individual dwelling units. The human scale of a porch also reduces the apparent size of a building.

It is important that surviving porches retain their original form and materials. Porches on the front or primary façade shall not be enclosed.

Deteriorated porches and stoops should be repaired in kind. Wrought iron replacements of wood posts and railings are inappropriate in Annapolis, as are concrete or brick replacements of steps and platforms. The stoops of eighteenth and early nineteenth century houses were usually constructed of wood with wood steps, while free-standing stairs were more often stone. Replacement porches, stoops, and stairs should be based on physical evidence or historic photographs.

Where original elements or historic photographs do not survive, replacement porches and stoops should be simple, without elaborate detailing.

Open porches located on a secondary or rear façade may be enclosed if the design is appropriate and visually relates to the building. Enclosure of second and third floor porches is discouraged. Decks located over historic porches are not permitted.

D. 24 - Porches on Additions and New Buildings

On blocks where porches or stoops occur on most buildings, new building designs may incorporate porches or stoops that are similar in scale to existing designs.

Proposed additions which include porches should be simple in design and related visually to the existing building and proposed addition. Where a porch is included in a proposed new building design, it should relate visually to the proposed building in the same way as historic additions relate to existing buildings within the immediate neighborhood. These additions are typically subordinate in scale and material; such as a wood addition on a brick house.

D. 25 - Chimneys

Historic chimneys shall be preserved unless documentation of deterioration is provided that justifies replacement. If

necessary they may be rebuilt as replicas. Chimney placement and design are important architectural features of historic buildings, warranting careful documentation and preservation.

Replacement chimneys in existing buildings should be accurate reproductions of original chimneys, based on physical evidence and historical photographs. Where interior chimneys are removed as part of a proposed alteration, chimneys deemed to be significant by the Commission should be reconstructed at the exterior in order to preserve the exterior historic appearance of the building.

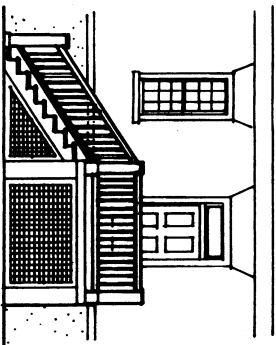
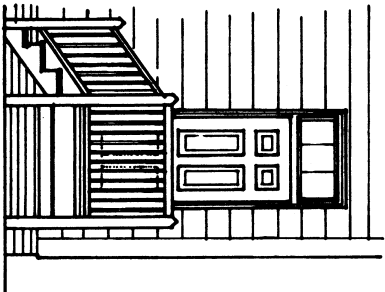
D. 26 - Ornamental Iron Work

Existing ornamental ironwork, historically used as railings, grilles and fences, shall be preserved unless documentation of deterioration is provided that justifies the replacement of historic material. New metal grilles and railings should be simple in design except where replicating an existing pattern on an existing building. Commercially available decorative cast iron patterns should be avoided on both existing and new buildings.

Where historic ironwork survives, it should be carefully preserved. Decorative period ironwork is not recommended for additions and new construction. Simple painted steel grilles, however, may be an appropriate part of an overall design.

D. 27 - Street Address Numbers

Street address numbers are required on all buildings by the fire department and the United States Postal Service. Simple type styles are preferred. Cursive styles and scripted numbers should be avoided. Numbers should be in scale with and of materials compatible with other design elements on the facade. For existing masonry, the method of mounting street numbers should not damage historic masonry. Anchor bolts should be set in the mortar joints, not bricks.

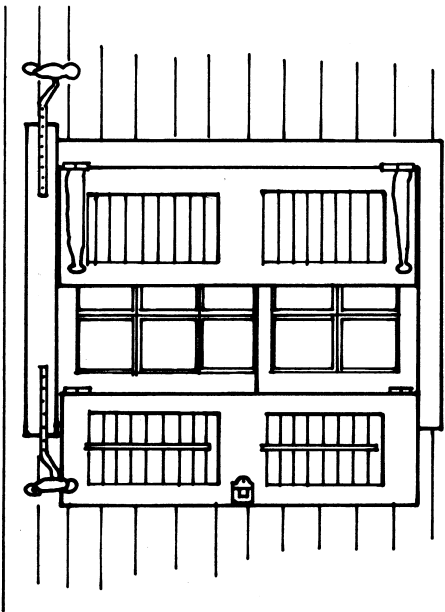


Details of entrance stoops.

D. 19 - Windows and Doors in New Buildings

Windows and doors in new buildings should relate to the scale and proportion of openings on buildings in the immediate neighborhood and to the design of the new building. The allowable percentage of glass permitted on a building facade depends upon the individual building, and cannot be established by a fixed percentage of wall area. It may also be constrained by life safety code requirements, depending on the side yard setbacks. The HPC makes its decision on a case by case basis.

In proposed new buildings, windows should relate to the proportions of the facade, which in turn should follow the scale and proportions of existing, neighboring buildings. Special attention should be given to ensuring that any proposed new windows are in scale with windows in adjacent historic buildings, that the proportions of the windows are visually harmonious with the overall composition of the facade, and that installation details for proposed windows follow historic precedent. Windows should not be horizontal or vertically linked together by structure, trim, or ornamentation.



New shutters should be sized exactly to each window and hung on traditional shutter hardware.

Non-traditional window types, such as combination awning or hopper windows, non-traditionally shaped casement or double-hung sash windows, and curved or polygonal projecting oriel (bow) windows should be avoided.

D. 20 - Window Sashes

For new and existing buildings, all proposed sash muntins (glazing bars) should be true muntins, not “snap-in” grids applied to a single sheet of glass. **Removable, internal or snap-in window muntins are not permitted**, and in no case will any type of removable or internal divider be approved.

In some cases, a simulated divided light window with more compatible muntin profiles may be considered for non-historic window replacement or new additions. This does not include insulated glass windows with highly reflective aluminum or exaggerated muntin widths.

D. 21 - Existing Exterior Blinds and Shutters

Historic shutters and blinds shall be preserved unless documentation of deterioration that justifies the replacement of historic material is provided.

Solid panel exterior shutters were typical on pre-1780 buildings, fixed louver blinds on Federal period buildings, and movable louver blinds on Greek Revival and later styles. After World War I, buildings imitative of earlier styles featured shutters or blinds.

Where historic exterior shutters and blinds survive, they should be carefully preserved and repaired. If no shutters or blinds are present but there is evidence that they once existed (as evidenced in either historic photographs or surviving hardware), they can be installed as part of any proposed rehabilitation project. If no evidence exists for shutters or blinds, they should not be added to the building.

Replacement shutters and blinds should be custom sized to each opening so that the pair entirely closes the opening in the plane of the window frame. Shutters shall be hung on existing repaired hardware (including pintles, hinges, shutter dogs, and sliding bolts) or accurate reproduction hardware where original hardware no longer survives. Shutters shall not be mounted on the outside casing of the window frame, and shall be fabricated of painted wood and **not of vinyl, composition materials, or aluminum**.

D. 22 - Shutters and Blinds on Additions and New Buildings

Shutters and blinds are generally not appropriate on additions and new buildings because the majority of historic Annapolis buildings did not feature shutters or blinds. In some contexts, based on the overall design of the exterior, it is possible that new shutters meeting the criteria above for replacement shutters could be appropriate.

Guidelines for Preserving and Protecting Other Historic Building Features

D. 23 - Existing Porches and Stoops

Historic porches and stoops should be preserved in place unless documentation of deterioration that

Guidelines to Facilitate Compatible Landscape and Site Design

C.1- Landscape Design and Materials

Landscape designs and materials should be appropriate for both the streetscape and the building to which they directly relate. The Commission shall be stricter in its criteria for landscaping fronting the public way than for the areas typically considered private landscape areas.

Landscape design, materials, and plant preferences have changed over time. Within the historic district, landscaping visible from a public way should be traditional in character, relating to both the building on the site and the streetscape in general.

C. 2 - Topographical Features

Historic topographic features should be preserved wherever possible.

To comply with the *Secretary of the Interior’s Standards*, the relationship of a structure to its site should not be altered except in instances of the restoration of a historic landscape. Documented features may be restored. Leveling or terracing a lot that was traditionally characterized by a natural hillside is not recommended. All grading for sites over 5,000 square feet requires a permit from the Department of Public Works.

C. 3 - Building Access for the Mobility Impaired

Building accessibility for individuals with disabilities should be achieved without compromise to historic materials or to character-defining elements of historic buildings and sites.

Every effort should be made to avoid ramps and handicap lifts on primary facades of buildings. Methods of achieving accessibility should be integrated into the site plan.

C. 4 - Tree Removal

Mature trees and shrubs should be preserved whenever possible.

Trees cannot be removed without a permit from the Department of Neighborhood and Environmental Programs and the HPC. The historic

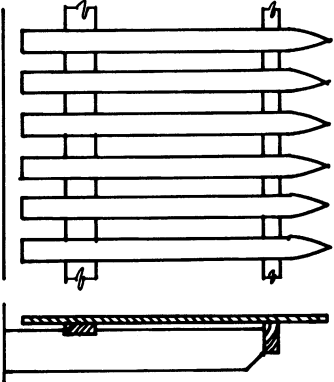
district is located within the state’s Chesapeake Bay Critical Area and any tree that is removed has to be replaced according to a formula based on the size and species of the tree. Replacement may occur either on site or off site.

C. 5 - Retaining Walls

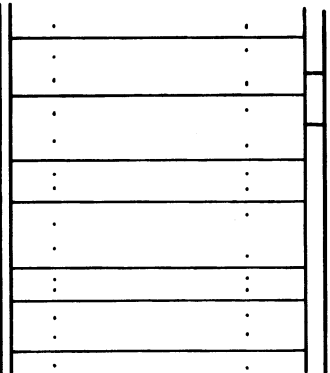
Retaining walls shall be built with traditional masonry materials and methods. **Railroad ties, pressure treated lumber, simulated stone and wood are not appropriate for use as retaining walls or as decking.**

C. 6 - Fences and Other Landscape Features

Fence designs and site walls for existing buildings should relate to the architectural style of the building. Fence designs and site walls for new buildings should relate to both the new building and to the predominant style of fencing of neighboring buildings. Arbors, pagodas and other landscape features are subject to HPC review and must be consistent with the overall style of the building. **The follow-**



Picket fences and vertical board fences are appropriate for pre-1850 buildings.



ing fence types are not compatible with historic district landscapes and are not permitted: chain link, vinyl, trek, shadow box/board on board, and stockade. Latticework is an inappropriate component of fence design.

Fences are evaluated in three different categories: front, side and rear locations. Front fences should be low and visually transparent. Side fences should not extend beyond the front plane of the structure and may be higher than the front fence but not substantially alter the historic sense of open spaces between structures. Rear fences should not extend forward of the rear plane of the structure and typically should define the private areas of the landscape.

Fences for pre-1850 buildings should be wood picket or vertical board construction. While Victorian style residences frequently employed elaborate ornamental fence designs, elaborate conjectural designs are discouraged unless clear photographic evidence survives for the proposed design on the affected site.

C. 7 - Landscape Lighting

Landscape lighting should provide a clear view of any potential obstacles in the environment, such as stairs and pathway intersections, and to ensure personal safety. Lighting may be installed to deter trespassers, to enhance security and to illuminate property addresses adequately.

Up-lighting, either on plantings or structures, is not permitted except for public, semi-public or landmark buildings.

C. 8 - Landscape Planters

Landscape planters should be made of red clay or tinted pre-cast concrete and should relate in size, scale and detail to their site.

Plastic, white concrete and wooden barrel planters are not appropriate.

C. 9 - Landscape Plants

Landscape plants should be carefully chosen to relate in size and scale to the building and spaces around the planting area on the site. Landscape plants that are appropriate for the period of the building are encouraged. Plants used for a new building should be compatible with neighboring historic buildings and sites. Use of plant material to screen utility structure is encouraged.

Historical landscape architects and horticultural specialists should be consulted for significant landscapes. Planting styles and designs should approximate the period of the building. Parterres would be appropriate to 18th century buildings, while foun-

dation plantings would be a 19th century style.

The ultimate size and massing of the plants must be taken into account, as well as possible adverse effects on historic building materials. The use of native species is encouraged to reduce fertilizer and pesticide use and improve compatibility with local climate conditions. Lists of native plants and historically appropriate plant materials are available from Department of Planning and Zoning staff.

C.10 - Curb Cuts and Off Street Parking

Curb cuts and off street parking areas are discouraged. Where appropriate, they shall be carefully planned to protect the historical character of the property and adjacent properties. Paving materials should be historic, preferably brick.

In addition to the visual appropriateness of a proposed curb cut or parking area, the Commission will also consider such physical factors as whether the cut will require altering the topography of the site and how the proposed drive will affect existing vegetation.

Asphalt and gray Portland cement concrete paving are discouraged, as are gray gravel and white stone. Preferred materials include crushed oyster shell, brick, and brick tire tracks.

C.11 - Sidewalk Paving Materials

Sidewalk paving should be brick, or match the paving material on contiguous property. Brick should be laid in one of five traditional patterns. Paving materials for garden walks should be traditional. Brick and crushed oyster shells are appropriate.

C.12 - Street Furniture

Street furniture such as benches, bus shelters, trash receptacles, bollards, news racks, bicycle racks and tables should be simple in character, constructed of wood and painted metal. They should be compatible with the style and scale of adjacent buildings and outdoor spaces. In the approval process, consideration will be given to number and placement as well as resultant clutter. Consideration may also be given to the interplay between the rhythm created by the street furniture and the architectural

Guidelines for Preserving and Protecting Windows and Doors

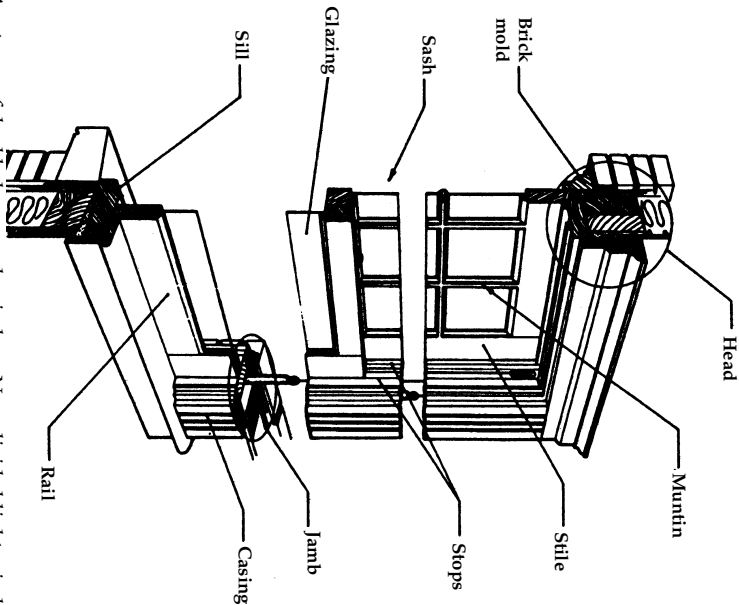
D. 16 - Historic and Replacement Windows and Doors

Historic windows and doors shall be preserved in place unless documentation that justifies replacement of the historic material is provided. Historic windows shall be repaired by means of consolidation, Dutchman repairs and other restoration techniques. When deterioration is too severe for the window or door to be practicably restored, new replicate windows or doors shall be fabricated. The new units shall duplicate the historic sashes, glass, lintels, sills, frames and surrounds in design, dimensions, and materials. Existing inappropriate replacements for previously-removed features may be replaced with historically appropriate replicas. Vinyl and metal clad replacement windows are not permitted. Sliding glass doors with large uninterrupted sheets of glass are not appropriate.

Annapolis enjoys a wide range of historic window types, ranging from the plank frame windows of the Sands House to the monumental windows of the Capitol to the Victorian storefronts along Main Street. Some late nineteenth century houses in Annapolis have windows with sashes fabricated in a one-over-one or two-over-two pattern at the front elevation and six-over-six sashes in the side and rear elevations. Where such a differentiation exists, it should be preserved. Likewise, one-over-one or two-over-two pattern sashes should not be replaced with six-over-six sashes simply because the small pane windows exist elsewhere on the building.

Occasionally in late nineteenth and early twentieth revival styles, windows featured multi-pane upper sashes and single pane lower sashes. Such a deliberate design decision, usually reflecting a first quarter of the twentieth century construction date, shall be retained. Only clear paned, non-tinted glass shall be used (except to replace original stain glass). Mirrored and tinted heat reflective glasses are not appropriate.

Exterior storm windows will not be approved for windows with arches, leaded glass, faceted frames or bent glass. Exterior combination storm windows that address heat retention issues may be acceptable provided the installation has minimal visual impact on the original fenestration. Storm windows shall have narrow perimeter framing which does not obscure the glazing of the primary window. The meeting rail of the storm sash. The painted finish on the storm window frame must match the



color of the window trim. Interior storm windows are an appropriate alternative to exterior combination storm windows. Replacement of missing doors and windows shall be substantiated by physical, documentary, or pictorial evidence.

D. 17 - New Openings in Existing Buildings

New window and door openings in existing exterior walls are discouraged.

The placement and size of window and door openings in a historic building are determinants in the scale, rhythm and formality of a building. New openings in a wall alter those qualities, which established the building's character. Where recent changes have altered original fenestration openings, restoration of the original window placement is encouraged.

D. 18 - Windows and Doors in Additions

Windows and doors in an addition to a historic building should relate to the scale and proportion of original openings in the existing building.

While existing windows do not require duplication in a proposed addition, new windows should be in scale with both the addition and the existing windows. Proposed sash patterns should repeat or be sympathetic to the sash pattern of the existing building. **Sliding glass doors with large uninterrupted sheets of glass are not appropriate.**

Skylights and dormers cannot be combined successfully on a roof plane. Skylights should be sized and installed to fit between existing roof rafters to avoid damaging original rafters and weakening the original framing.

Guidelines for Preserving and Protecting Historic Wall Systems

D. 13 - Historic Masonry

Historic brick and stone masonry shall be preserved, unless documentation of deterioration that justifies replacement of historic material is provided.

Brick is the prevailing masonry material in the historic district. Laid in English bond, Flemish bond, common bond, and header bond, Annapolis masons demonstrated great skill and imagination in their brickwork.

Historic masonry requires specialized treatment to be preserved. Repointing is not considered routine maintenance and is therefore subject to HPC review and approval. Although brick units themselves have a long life, mortar joints deteriorate over time and require periodic renewal. Where repointing is required, care should be taken to ensure that the mortar mix selected matches the properties of the original mortar, that the brick is not damaged in the process of removing deteriorated pointing, and that the new mortar matches the color, texture, and tooling of the original mortar. Mortar match approvals by the Historic Preservation Commission will be made only on the basis of test panels applied to actual brickwork.

Exterior paint on existing buildings should be spot tested to determine the approximate date that the brickwork was painted and the condition of the

original brick below. If a masonry building has been painted in the past, re-painting may be permitted. Only under certain circumstances may exposed brick be painted for the first time.

Prior to undertaking paint stripping operations, the Commission must review and approve a paint stripping test panel to assure that no damage is caused to the brick during the cleaning process.

Application of water-repellent coatings or other sealants is not permitted.

D. 14 - New Masonry

The brickwork of building additions should be compatible with the brickwork of the existing building. The brickwork of new buildings should be compatible with the type and color of brickwork that is prevalent in the immediate neighborhood.

Many brick buildings in Annapolis are constructed of handmade sand molded bricks, which were a shade of red. The color, size, and texture of new bricks should be compatible with the brick colors found on historic buildings in the district. Modern extruded bricks, which lack the texture and variation of sand molded bricks, are generally not appropriate.

D. 15 - Wall Siding and Trim

Historic siding materials shall be preserved unless documentation of deterioration that justifies the replacement of historic material is provided. New replacement siding materials should be appropriate to the style of the building and consistent with existing buildings in the immediate neighborhood.

The choice of siding for many Annapolis buildings was a deliberate design decision, based on a combination of architectural fashion, availability, and cost. The visual character created by the texture and pattern of light and shadow shall not be altered by the replacement of any historic siding with different siding profiles or non-historic siding materials. The repair of existing historic siding is preferred to replacement. Where the HPC determines that repair of existing siding is no longer feasible, replacement siding should replicate the existing material.

The siding used on additions should complement the siding of the existing building. Siding materials on new buildings should be compatible with traditional siding found within the immediate neighborhood of the new building.

Synthetic substitutes for wood siding and trim are not appropriate in the historic district.

Guidelines to Preserve and Protect Historic Structures and Their Components

rhythm of the nearby streetscape.

D. 1 - Secretary of the Interior's Standards for Rehabilitation

Except where more stringent requirements are stated in these guidelines, all work done on historic buildings should comply with the *Secretary of the Interior's Standards for Rehabilitation*.

D. 2 - Demolition

Demolition potentially alters the essential character and integrity of the historic district and shall be reviewed strictly. The demolition of contributing resources (including but not limited to buildings, outbuildings, individual features and landscapes) does not meet the *Secretary of the Interior's Standards* and should not be approved. **When hazardous public safety conditions are determined to result from neglect on the part of the property owner, the property is subject instead to the provisions of Section 21.56.090 - Maintenance, Repair and Demolition by Neglect in the Historic District.**

A demolition may be approved by the Commission if one of the following two conditions exists:

1. The Department of Public Works orders demolition because of an existing dangerous condition that constitutes an emergency hazard to public safety.
2. The requested demolition will remove an inappropriate addition or incompatible building, and such removal is determined to have no adverse impact on the streetscape and/or overall integrity of the district.

In its deliberations the Commission may consider the following:

1. The significance of the resource affected
 - a. contributing versus non-contributing
 - b. primary versus secondary component (garage, shed etc.)
 - c. age of resource
 - d. within or outside the period of significance of the district;

2. Whether the resource is the only or one of the last remaining examples of its kind within the district;
3. Whether the resource is a good example of design, materials or workmanship;
4. Evidence that rehabilitation/restoration is neither technically nor economically feasible due to the design, materials, location or other factors;
5. Imminent collapse of structure and ability to stabilize;
6. Feasibility of alternatives to demolition.

In accordance with City Code Section 21.56.090, no demolitions except those undertaken for public safety shall be approved until plans for a replacement structure has been submitted to and approved by the HPC.

Archeological research shall be conducted prior to demolition.

D. 3 - Preservation of Significant Original Features

Distinguishing original and historic features of historic buildings and their sites shall be preserved.

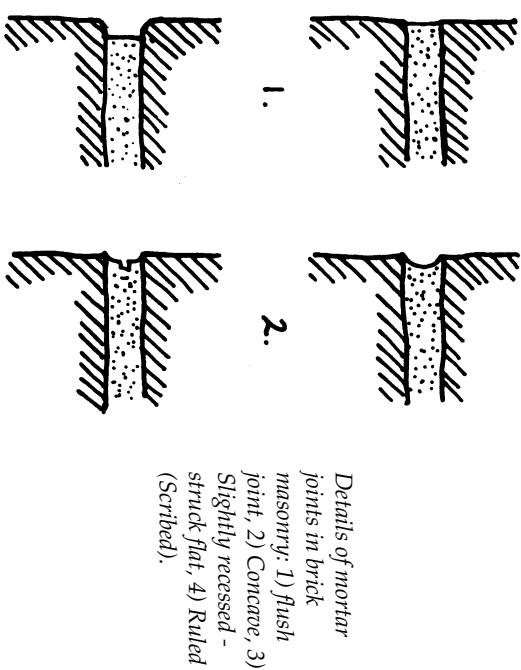
These features include distinctive stylistic features, examples of skilled craftsmanship, and features such as original siding, roofing material, windows, and doors.

The restoration of historic building materials should be completed by craftsmen with specialized skills in building restoration.

D. 4 - Preservation of Historic Alterations

Significant changes to historic buildings and sites which have taken place over time are evidence of the history of the building. **Changes which have achieved significance shall be preserved.**

Most buildings have evolved over time as technology and uses changed. As a result, few buildings are in their original form. Although certain alterations may be inappropriate or non-contributing, most changes are important because they reflect the changing needs of building occupants over time. However, removal of intrusive, insignificant alterations will be considered on a case by case basis.





Wood siding should be cleaned using water and household detergent cleaner, scrubbing the wood work with sponges or natural fiber brushes, followed by a water rinse at garden hose pressure. Brick masonry should be cleaned using a detergent cleaner and water, or if required, using a proprietary masonry cleaner diluted in water, scrubbing with natural fiber brushes, followed by a low pressure water rinse. Cleaning methods that will damage historic building materials shall not be undertaken.

D. 8 - Exterior Colors

The HPC does not review exterior paint colors except in cases when it forms an integral part of the material proposed. It is recommended that exterior colors used on historic buildings should be based upon documentation through research or paint analysis. If paint analysis is not feasible at the time of repainting, areas where paint layers are visible should be retained for future paint analysis. Guidance on appropriate historic paint colors can be provided by HPC staff and Historic Annapolis Foundation.

Exterior colors should be appropriate to the architectural style and period of the building. For new buildings and additions, selected colors should relate to the building design and materials used, and should be compatible with other colors used along the block. Exterior color schemes for buildings should be subordinate to the composition of building elements.

If repainting of an historic building is planned, the removal of all paint layers to bare wood is not recommended. Simple scraping in preparation for new coats of paint in most cases is sufficient.

Guidelines for Preserving and Protecting Historic Roof Systems

D. 9 - Protection of Overall Character

Historic roof systems and original roof elements, including steeples, domes, chimneys, dormers, and roof forms and materials, are important visual elements in the Annapolis historic district because of the topography of the city. The roof-scapes of buildings at lower elevations are visually prominent from higher elevations, and waterfront roof-scapes are silhouetted from the water. Alterations that diminish or conceal these character-defining features are discouraged. Roof-top decks are highly visible and are strongly discouraged.

D. 10 - Roofing Materials - Historic Buildings

Historic roofing materials should be preserved.

New or replacement materials should replicate or be compatible with the materials used on the existing structure.

Where existing historic roofing materials survive, they should be retained and repaired. If deterioration is extensive and replacement is required, new roofing should match existing historic roofing materials. For flat roofs the choice of replacement roofing materials should be dictated by technical considerations. Selection of the historic roofing material should be based on physical evidence and/or historic photographs.

New roofing should not be more rustic than the original material it is replacing. For example, sawn wood shingles are recommended for replacing existing wood shingle roofs; hand-split shakes are not. Life safety codes require that new wood shingles have fire retardant coating.

Sheet metal roofing appeared in Annapolis after 1820 and was widely used. If metal roofing survives, it should be retained and repaired as necessary. Only severely deteriorated metal roofing should be replaced with new metal roofing, and any such substitution should be formed from rolled terneplate or copper, depending on the individual building. Pre-formed and field-painted standing seam metal roofing systems similar to historic standing seam roofing are preferable to asphalt shingle roofing.

Replacement of existing asphalt shingle roofing with new asphalt shingle roofing is not prohibited; however, replacement using the building's original roofing material (evidence for which is often found beneath the asphalt shingles) is strongly encouraged. Asphalt shingles were introduced about 1910, and thus are considered merely a less desirable substitute for wood, slate, or metal for all buildings constructed prior to 1900. Where asphalt shingle roofing is the proposed replacement material, shingles should be heavyweight, square tab strip shingles weighing not less than 290 pounds per square, of a color similar to the historic roofing material.

Unpainted, mill finished aluminum is not allowed for flashing, gutters or downspouts.

D. 10a - Roofing Materials - Additions

Roofing materials used on additions to historic buildings should be compatible with the materials used on the existing structure.

The roofing material of a proposed addition should match the roofing of the existing building. For example, where existing roofing is slate, new roofing should be slate or metal. Mixing wood or

asphalt shingle roofing with existing slate is not recommended.

D. 10b - Roofing Materials - New Buildings

The roofing material for a new building should relate to the design of the building and be compatible with the prevailing roofing materials in the neighborhood.

Roofing for proposed new buildings should relate to the overall design of the new building, and should follow the prevalent roofing material of the neighborhood. New buildings in the historic district should not be roofed with asphalt shingles.

D. 11 - Dormers

Historic dormers shall be preserved unless documentation of deterioration that justifies the replacement of historic material is provided. Dormer design, proportions, and placement should be compatible in size, scale, proportion, placement and detail with the historic gable and shed dormers found in the historic district. *New dormers in existing roofs are discouraged.*

Historic buildings in Annapolis frequently employed dormers, either as part of an original design concept or as an addition to utilize attic space. Pediment dormers were generally used on gable and hipped roof buildings, shed dormers were used on gambrel roof structures, and segmental arch-headed dormers were employed on mansard roofs.

In neighborhoods where shed dormers or segmental arch-headed dormers occur, new designs may be based on existing non-gabled designs provided they relate to the overall scale and proportions of the proposed facade. Dormer placement should be based on historic precedent within the immediate neighborhood of the affected building, and should be set back **two feet** from the wall below. The total overall width of dormer should be no wider than 1/2 of the overall roof width.

D. 12 - Skylights

Small skylights with a low profile may be permitted on roof surfaces other than the primary facade. Skylights will not be approved on front roof planes or on roof planes facing Spa Creek or the harbor.

All skylights should be of flat-glazed construction, mounted as close to the roofing as possible. Skylights should be designed as part of the overall fenestration of a building, relating vertically to other openings. Skylights that result in substantial up-lighting of the subject property or adjacent properties will not be permitted.